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Security Information

11 August 1953

MEMORANDUM FOR: Acting Deputy Director Administration

SUBJECT: Diary on Progress of DD/P Admin. Position Survey

1. The following is a Summary of action taken on subject survey:

13 July - DD/A's meeting announced plan for survey.

15 July - DD/A met with Messrs. Peel and Saunders to discuss plan in detail.

25X1A9a

17 July - Messrs. Peel [REDACTED] (DD/P Admin. liaison with O&M, DD/A) and discussed procedural approach. It was agreed that a letter would be drafted for DD/P Admin.-CA's signature, to be sent to EE Division first, and released to each succeeding DD/P element as study of each individual area is completed.

18-19 July - Saturday and Sunday

20-21 July - Proposed letter drafted and coordinated.

20-24 July - Comptroller, Logistics Office and Personnel asked to designate representation for survey teams. Logistics and Comptroller representatives appointed. Personnel (Maloon) discussed with Peel the requirements of the study, and dispatched [REDACTED] to discuss with Peel and [REDACTED] the type of representation desired.

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24 July - DD/P Admin., CA's letter dispatched to EE Division.

25-26 July - Saturday and Sunday

27-28 July - Work measurement factors for Logistics and Supply and Budget and Finance developed.

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29 July - [REDACTED] met with Budget and Finance Officers of Divisions and with Comptroller representative and tentatively adopted units of measure which were to be confirmed by August 3.

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31 July - [redacted] met with [redacted] 25X1A9a
[redacted] to discuss personnel work measurement factors and procedural approach. Personnel agreed to develop proposals and submit them to [redacted] by 5 August.

1-2 August - Saturday and Sunday

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3 August - Logistics Office representatives, together with [redacted] and Division Logistics representatives, adopted work measurement factors and procedural approach.

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4 August - [redacted] (Personnel) informed [redacted] he 25X1A9a
had been called off project by DD/A for special job of verifying Agency Strength Report.

5 August - Study of EE [redacted] begun with O&M 25X1A
and Logistics Office, DD/A representation on team.

25X1A9a

5 August - [redacted] (Personnel) discussed tentative 25X1A9a
proposals with [redacted] stated that clearance with [redacted] and Meloon (Personnel) would be necessary before acceptance and use.

6 August - Study of EE [redacted] begun 25X1A
with O&M, Finance and Technical Accounting Staff. Comptroller's Office representation on team.

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6 August - [redacted] (Personnel) proposed meeting between 25X1A9a
[redacted] and [redacted] to discuss proposed definitions, work measurement factors and procedural approach to Survey. Meeting scheduled for 7 August.

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7 August - [redacted]
[redacted] (Personnel) to discuss Survey. At this meeting it appeared that Personnel had a somewhat different concept of the work to be undertaken.

8-9 August - Saturday and Sunday

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11 August - A further meeting was therefore held between 25X1A
[redacted] of Personnel and Mr. Peel of the O&M Service for the purpose of clarifying the issues. As a result a team from Personnel met with [redacted] 25X1A9a
in the afternoon at which meeting there was

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also a Personnel representative from the CA-DD/P. Similar procedures were drawn up for use in connection with that part of the survey dealing with personnel as was worked out for the Comptroller and the Logistics Office. The Personnel man will meet with [REDACTED] again on August 12, presumably after the Personnel Director approves the procedures.

2. It should be noted that work on other O&M Projects was carried on in the period 13 July to 10 August while this overall project was being planned.

There is attached hereto a tentative schedule for the conduct of the entire Survey of DD/P.

W. L. FEEL

1 Enclosure

O&M/WLP:ee 12 August 1953

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